

**WORKING WITH THE  
SUPERVISOR OF SHIPBUILDING,  
CONVERSION AND REPAIR, USN  
PORTSMOUTH, VA**

**INFORMATION BRIEF  
FOR  
COMREGSUPPGRU NORFOLK  
NEW TYPE DESK ASSISTANTS**

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## **1. SUPSHIP PORTSMOUTH MISSION**

Supervisor of Shipbuilding, Conversion & Repair, Portsmouth, Virginia is co-located with the largest concentration of Atlantic Fleet ships. Our principal customers are the fleet and ship program managers. We are the Naval Sea Systems Command on-site representative for assigned ship repair and modernization availabilities, and provide one stop shopping for planning, procurement, and administration of Department of Defense (DOD) ship repair/maintenance contracts awarded to the private sector in the Mid-Atlantic Region. In addition, we provide nationwide support of the ship repair planning process as the Ship Availability Planning and Engineering Center (SHAPEC) for the ARS and DD-963 Ship Classes. We offer a variety of unique services including life cycle technical services, alteration development and installation, maintenance program management and maintenance strategy support for surface ships. We accomplish this by maintaining and utilizing a diverse and highly skilled work force.

## **2. TYPE DESK OFFICER/MAINTENANCE OFFICER/SUPSHIP RELATIONSHIP**

SUPSHIP Portsmouth's Repair Department has assigned a senior manager, RAV/TAV Division Head (Code 6100), to act as senior on site representative at the Naval Station. Code 6100 meets with COMREGSUPPGRU daily to ensure all issues/concerns from the type desk and the maintenance officer are covered and handled in an efficient manner. Code 6100 is available via cellular phone 449-1785. Code 6100 is currently located in Building X-70 at the Naval Station, telephone 445-0096.

## **3. CROSS RELATIONSHIPS - (COMREGSUPPGRU/SHIP/SIMA/SUPSHIP/NAVSHIPYD NORFOLK)**

The ship is responsible to give complete and accurate tasking via 2-kilo to COMREGSUPPGRU for screening. COMREGSUPPGRU is responsible for screening 2-kilo to SUPSHIP, NAVSHIPYD Norfolk, SIMA, etc., followed by a tasking, funds, and a time frame agreed upon by the ship. The ship is responsible to assist the repair activity by securing and operating their equipment when required. The repair activity is responsible for keeping COMREGSUPPGRU and the ship up-to-date on the progress of all ongoing work and any and all problems related to the job, and completing it in a timely manner and within cost.

## **4. SUPSHIP REPAIR SERVICES VS SIMA/NAVSHIPYD NORFOLK**

SUPSHIP provides depot level work while SIMA is an intermediate maintenance activity. SUPSHIP has the same capabilities as NAVSHIPYD Norfolk. The only difference is NAVSHIPYD Norfolk uses their own mechanics where SUPSHIP uses contractors to accomplish the hands-on work during repair.

## **5. POC WITHIN SUPSHIP PORTSMOUTH**

Points of contact and phones:

RAV/TAV Emergent Repair Desk  
Phone - 396-3863  
Pager - 441-9908

All ships including those jobs not presently under a phased maintenance Contract. (USS NASHVILLE, USS PONCE, USS TRENTON, and USS SHREVEPORT)

RAV\TAV Division Head (Code 6100)  
Phone - 445-0096  
Cell Phone - 449-1785  
Pagers - 533-1883/661-1163

Any/all matters pertaining to any job that anyone envisions needing attention, or is not receiving appropriate attention, and/or resolution of any problems or communication gaps.

RBO Representative (Code 6103)  
Phone - 444-1281 Ext 4108  
Cell Phone - 449-1779

Any matters pertaining to any job during the planning phase that anyone envisions needing attention or assistance.

## **6. SUPSHIP ORGANIZATIONAL CHART**

(INSERT CHART)

## **7. VACATION PERIODS/WORKING HOURS**

There are no "established" vacation periods at SUPSHIP Portsmouth. The command is open all year, however, vacation usage is much heavier during national holidays. There is always a senior manager available on a 24 hours a day basis and can be contacted through the SUPSHIP Duty Officer.

SUPSHIP Portsmouth's normal working hours are 0715-1545, Monday through Friday. Some employees are on a compressed work schedule.

SUPSHIP Portsmouth has an established second shift (1500-2330) which provides work coverage after SUPSHIP normal work hours. During all other non-working hour periods, the SUPSHIP Duty Officer can be reached at 396-3736.

## **8. CONTRACT SOLICIATION AND AWARD**

Section 2b of the Master Ship Repair Agreement or Agreement for Boat Repair allows the Supervisor to direct work to a contractor. An urgent and compelling message allows for limiting competition. Competition is mandated by the Competition in Contracting Act that allows certain exceptions for limiting competition. When competition is limited in any way a Justification and Approval (J&A) must be written. The J&A must fully describe how the Navy would be adversely impacted by complying with full and open competition. The J&A must be approved by legal and the Contracting Officer or Competition Advocate. When a tasking is received Codes 200, 400 and 600 review the requirement and discuss the contractors and type of contracting strategy that will best support the mission requirement within the current contractual regulations and requirements. The Contracting Officer makes the decision based on FAR Part 6 for competition requirements. The following are the contractual avenues pursued in support of most COMREGSUPPGRU tasking:

Sole source awards: no competition section 2b invoked to the fullest meaning. A sole source award is made when certain conditions are met.

1. Insufficient time to compete. Time allowed for work to be completed does not allow for preparation of work specification and a competition between contractors.

Deck Plate Awards: sufficient time exists for the preparation of work specifications and enough time exists for competition (1 day for a deck plate after receipt of work specifications).

IDIQ HM&E: this contract was awarded in April 1998. Prior to award of this contract SUPSHIP Portsmouth had awarded 20 sole source contracts. After award of the HM&E IDIQ there were six sole source awards made. There were numerous actions issued under the IDIQ that would normally have been a sole source award.

1. The HM&E contract was put in place to support overload work in NAVSHIPYD Norfolk. The contract is available for use by all government agencies in the Tidewater area.

2. The requirements of this contract allows for multiple taskings. For example, overhaul of brine pump and clean CHT holding tank.

3. Normal solicitation/contract award. Time allowed for job to be competed among various contractors and awarded in a routine nature.

## **9. JUSTIFICATION AND APPROVAL/URGENT AND COMPELLING**

Justification and Approval (J&A) - A requirement of the Federal Acquisition Regulations (FAR 6.3), when other than "Full and Open" competition is not used. The J&A approval by the Procurement Contracting Officer (PCO) is certifying that the urgency meets the requirements of FAR 6.3. The PCO must approve the J&A. The SUPSHIP Project Manager initials the J&A.

Urgent and Compelling - The Competition in Contracting Act of 1984 (P.L. 980369) requires the customer to make this statement when full and open competition is not used to select the contractor. The authorizing agency is certifying that the need is of such unusual and compelling urgency that the United States would be seriously injured unless the agency is permitted to limit the number of sources. A separate message stating this requirement is required for each new tasking that is adding work to an ongoing availability or an emergent repair.

## **10. QUALITY ASSURANCE**

Under the SUPSHIP Quality Assurance Specialist (QAS) Plant Representative Concept, every MSRA/ABR/IDIQ contract holder has an assigned QAS. He/she serves as the deck plate initial point of contact on quality matters.

Ensure that the work specification contains specific quality control requirements for P-1 piping, P-3a brazing, critical flushes, NDT, Level 1 control, NACE, etc. Monitor said work while in process.

Review contractors' QA inspection systems, heavy weather plans, process control procedures, and standard procedures for acceptability.

Control job quality by performing product verification inspections and procedure evaluations of ongoing work in the shops and onboard the vessels.

Quality Assurance provides training of ship's force in QA duties.

Monitor ongoing contractor personnel and qualifications (welding, brazing, etc.).

Initiate government source inspections for work outside a fifty-mile radius of the prime contractor's work.

Perform waterfront safety and environmental oversight responsibilities in conjunction with Code 310.

Perform oversight of the corrective action program in the field.

Perform special investigations of reported quality problems.

Provide QA coverage in accordance with DLAH 4105.4, DoD directory of contract administration services components, issued by the Defense Contract Management Command

## **10. QUALITY ASSURANCE continued**

(DCMC). Code 320 serves as the command's local DCMC point of contact for work performed by MSRA/ABR contractors for other government activities.

QAS's are presently assigned to field offices located in the following locations:

- a. Naval Operations Base (NOB), Norfolk, VA
- b. Naval Amphibious Base (NAB), Little Creek, VA
- c. In-plants - Metro Machine, Norfolk Shipbuilding and Drydock (NORSHIPCO), Marine Hydraulics International (MHI), Associated Naval Architects (ANA), and other locations as jobs are awarded.
- d. Norfolk Naval Shipyard

## **11. SAFETY, HAZARDOUS MATERIAL, ENVIRONMENT, AND CRANES**

SUPSHIP's Safety and Environmental office (Code 310) provides the following services:

- Ensure that work specifications contain regulatory requirements for safety and environmental aspects.
- Conduct OSH&E oversight of ongoing work processes.
- Provide technical (OSH&E) requirements to ship's force during pre-arrival conferences.
- Initiate MOA's with area naval facilities and ship's CO's.
- Insure that contractors work operations do not create unsafe or unhealthy working conditions for ship's force.
- Act as Navy or co-generator of hazardous waste generated as a result of shipboard work operations.
- Review contractor procedures for potentially hazardous work operations.
- Accomplish entry inspections and operational oversight for contractor cranes on naval facilities.
- Ensure that all close out documents are properly made (manifests of hazardous waste generation, ozone depleting substances releases, EPCRA reporting, asbestos removal notifications, and HESHAP's reporting.)

## **11. SAFETY, HAZARDOUS MATERIAL, ENVIRONMENT, AND CRANES**

continued

- Act as point of contact between state, local, and federal regulatory bodies and ships/naval facilities.
- Conduct accident/fire investigations and provide reports up the chain of command.
- Support ships and area naval facilities during court cases, which involve contractor employees.

## **12. SUPPLY**

SUPSHIP has GS-9 Equipment Specialists that do technical research on all repair parts, equipment and material. They also determine sources of supply whether commercial or federal.

SUPSHIP has GS-7 Supply Technicians that order and expedite all ship availability requirements. Each supply technician is assigned specific ships so SUPSHIP Portsmouth Project Managers can liaison with one person on all supply requirements for a particular ship.

All repair parts, equipment and material ordered by an expeditor to support an availability is shipped to SUPSHIP Portsmouth's warehouse. In some situations the expeditor can have requirements shipped directly to the primary contractor who is responsible for repair. Additionally, the expeditors can have material shipped via overnight express if approved by the Project Manager.

SUPSHIP's two Equipment Specialists do technical research liaison with commercial and federal suppliers regularly to obtain cost and availability information. In sum, they find out who can supply an item, how long it will take to obtain it, and how much it will cost.

Material that is received in SUPSHIP Portsmouth's warehouse for an availability is immediately turned over to the primary contractor responsible for repairs to the ship. To manage the material once the contractor takes possession we have a property administration division. The division is composed of GS-11 Property Administrators who inventory and determine disposition of all material that is furnished to, or acquired by a contractor to support an availability. Depot level repairs are mandatory turn-ins. If SUPSHIP orders material on a ship's force document number then ship's force is responsible for DLR/mandatory turn-in. All DLR removals by contractors are turned in to the SUPSHIP property administrator for disposition instructions.

SUPSHIP's Code 500 (Material Department) is fully capable of processing all material requirements to support an availability. However, it is important to note that an open purchase requirement is not ordered by Code 500. It is ordered by our Contracting Department, Code 400. We provide them the technical information on a requirement so that they can order it. When the order is placed, we (Code 500) expedite the requirement.



## **12. SUPPLY continued**

During specification development, it is more advantageous to make material for a particular job contractor furnished (CFM), if it is readily available through outside sources. This makes the contractor totally responsible for the job (labor and material). Normally, only Government Furnished Material (GFM) is used when the items are readily available in the Navy stock system and can be expeditiously procured; or if they are considered Long Lead Time (LLTM) > 30 days and the government procures the materials and stages it for installation.

## **13. COMBAT SYSTEMS**

Services provided by the Combat Systems Division (Code 290) include:

- Waterfront combat systems management accomplished as part of the SUPSHIP project team.
- Combat systems test package development and execution.
- AIT coordination accomplished as part of a SUPSHIP project team or independently when tasked and funded by other activities.
- EMI certifications
- Tempest Inspections

## **14. ENGINEERING SUPPORT**

The SUPSHIP Engineering Division is charged with exercising technical authority for NAVSEA during the planning and execution of non-nuclear ship modernization and repair work. To accomplish this primary mission, the division has mechanical, electrical/electronic and naval architecture engineering branches as well as technical service branches.

In addition, each engineer/engineering technician within the engineering branch has a personal computer with access to the Internet and Email. This tool has been extremely valuable during searches of commercial and Navy resources for such information as substitute material or equipment, military specification acquisition data, technical and performance specifications of existing or new equipment and material cost and availability. The engineering division has routinely been successful in identifying and locating substitute equipment when new equipment specified for installation is not available or delivery dates do not support production schedules. Engineers and engineering technicians from the division also provide a cadre of specialists to support writing repair specifications or to assist during system troubleshooting to identify repairs/modifications necessary. Based upon the work to be accomplished, or on the work which has already been accomplished, personnel in the division can provide the testing required to verify adequacy of contractor's repairs as well as full operability of repaired shipboard equipment and/or system. On occasion, when a ship's assigned planning yard cannot support developing

#### **14. ENGINEERING SUPPORT continued**

SHIPALT installation drawings, or ship installation drawings for significant repair/modernization work, either the personnel in the division have the computer tools (AUTOCAD) and experience to shipcheck and develop required drawings, or the design services contractor can develop the required drawings (both on a cost reimbursable basis).

The Technical Service Branch is composed of the technical library and plan files. The technical library houses NAVSEA HM&E technical manuals, combat systems technical manuals, HM&E total ship test requirement documents, ORDALTs, ship information books, training aid booklets and propulsion operating guides. The library technicians can assist in locating engineering documents, which are not available in the SUPSHIP library. The plan files stores or has electronic access to NAVSEA drawings (as-built and SHIPALT), SUPSHIP test memoranda, sketches, SHIPALT records and ship's drawing indexes. Again, the data technicians can assist in locating engineering data not available in the SUPSHIP library.

#### **15. LEGAL SERVICES**

While we are not staffed to provide legal services to COMNAVSURFLANT or Ship's Force, the Office of Counsel at SUPSHIP Portsmouth is willing on an available resources basis to answer legal question or comment on issues that arise in the course of the ship repair process. Issues that have arisen in the past which counsel's office at SUPSHIP could or can in the future provide useful guidance include the following:

- Type of contract vehicle best suited to meet the needs of COMNAVSURFLANT.
- Fiscal law issues concerning type or what year's funds is appropriate, particularly in regards to cost overruns on phased maintenance contracts.
- Contract protest issues, particularly in regards to COMNAVSURFLANT's involvement with justifying performance in the face of a GAO protest.
- Issues regarding the release of propriety information or source selection information, particularly in regards to release of such information to third party contractors, to include contract port engineers.
- Standards of conduct issues regarding relations with contractors.

#### **16. WARRANTY**

SUPSHIP Portsmouth provides warranty coverage for a period of 90 days on fixed price contracts and 60 days on Phased Maintenance inter-availabilities. This applies to all RAV/TAV work. The SUPSHIP Project Manager is the primary point of contact for all warranty issues.

## **17. PLANNING SERVICES**

Provide repair and alteration planning services for surface combatants, amphibious assault craft, aircraft carriers, command ships, minesweepers, drydocks, and living barges.

Inspect vessels and identify work.

Provide estimates for authorized work candidate.

Provide work screening recommendations.

Develop standardized templates for systems, equipment, services, and facilities in support of customer requirements.

Develop complete contractual work packages with estimates ready for bidding.

Assist ships in managing work packages during depot, IMAV or ship upkeep periods.

Provide planning assistance to SIMA.

Provide teams (SEMAT) to assess the condition of slow-degrading systems. Perform problem definition and trend analysis.

Provide engineering for new design work, modifications, emergency repairs, and ship alterations.

Develop Total Ship Test Packages.

Conduct testing such as acoustic valve leak detection, vibration analysis, and combat systems.

## **18. DELAY AND DISRUPTION**

Any time that any government entity causes an impact on a contractor's work, the government becomes liable for delay and disruption costs. If there are foreseeable delay and disruption costs, the potential disruptive factor should be included in the solicitation. An example of this is if we know in advance that the ship to be worked on will be tied up abreast of another vessel. Advance knowledge of this will force the contractor to include the additional costs into a bid price rather than a claim price (bid prices are far less expensive).

## **19. NEW WORK/GROWTH WORK**

New work is defined as all other work that is not previously authorized or not within the intent of original work authorized by the customer. New work is beyond the scope of the original contract specification. Traditionally, new work will cost significantly more because it normally is sole sourced to the existing contractor.

Growth work is defined as work within the scope of the original contract. Growth work is that which directly relates to the specifications in the existing contract; does not materially alter the character or expand the contract, to include additional work which is not closely and meaningfully related to the specification items; and meets at least one of the following:

- a. Additional work resulting from "open and inspect items".
- b. Additional work resulting from reports required in the original specifications.
- c. Additional work to complete the repairs of a specific equipment/component or structural member in an original specification.
- d. Additional work that is within the original intent of the work authorized by the customer.
- e. A review for specification purposes only, which involves no change in the contract cost.

## **20. FUNDING CONSTRAINTS/SPECIAL END OF FISCAL YEAR CONSIDERATIONS**

Funding is usually a one-year appropriation. That means funding is only available for obligation purposes from 1 October - 30 September of that fiscal year. After 30 September funds are no longer available for new obligations, excess funds can then be used to pay for legitimate over-expenditures or existing growth work.

A commitment of funds is a non-binding set aside of funds.

An obligation of funds is a legal set aside of funds, i.e., funding of a contract.

An expenditure is a legal pay out of funds.

In order to award a new job at the end of the fiscal year, SUPSHIP must have time to ship check, plan, award, and let the contractor physically start prior to 2400 on 30 September. Most of the materials are provided by the contractor, but if GFM is required, it must be ordered no later than close of business on 30 September. The funds set aside to accomplish this work can be used for any growth work pertaining to the existing job, however, any new work relating to the job must be next year money.

## **21. CANNIBALIZATION**

A fiscal requirement that requires SUPSHIP Portsmouth to interact with a ship is CASREP requisitions for inactive ship cannibalization. SUPSHIP Portsmouth's Project Managers will provide the ship MILSTRIP data (obtained from Code 500) that must be used on the ship's CASREP requisition so they will not get charged. If a CASREP is processed before SUPSHIP Portsmouth is tasked the work, the ship will be charged. COMNAVSURFLANT must originate all cannibalization requests to NAVICP. The SUPSHIP Portsmouth project manager will assist COMNAVSURFLANT in developing the cannibalization request.